

25X1

PERSONNEL
22 October 1954

SECRET
(When Filled In)

REQUEST FOR AUTHORIZATION OF OVERTIME AND HOLIDAY WORK			
TO (Office head):		DATE REQUESTED	
FROM:		ALLOTMENT SYMBOL	FUNDS <input type="checkbox"/> V <input type="checkbox"/> UY
PAY PERIOD		ESTIMATED NUMBER	
BEGINNING	ENDING	HOURS	EMPLOYEES
JUSTIFICATION INDICATE, CONCISELY BUT ADEQUATELY, PURPOSE FOR WHICH OVERTIME IS TO BE USED. TYPE OF PERSONNEL INVOLVED (e.g., clerical, professional) AND REASON WORK CANNOT BE ACCOMPLISHED WITHIN 40 HOUR WEEK			
DATE		TYPED NAME AND SIGNATURE OF SUPERVISOR	
CONCURRENCE		AUTHORIZATION	
TYPED NAME AND SIGNATURE OF DIVISION CHIEF		TYPED NAME AND SIGNATURE OF AUTHORIZING OFFICIAL (Office head)	
DATE CONCURRED		DATE AUTHORIZED	

{ 30 }

SECRET